

APPLICATION PACK



Research & Funding Officer



MAYOR OF LONDON



INVESTORS
IN PEOPLE

APPLICATION PACK



Using the power of football, Charlton Athletic Community Trust (CACT) works in partnership with local communities to empower individuals to improve their lives and their environment.

CACT's ground breaking and innovative programmes are delivered through a regular presence in schools and working with disadvantaged or socially excluded groups in society, through crime reduction initiatives and community based football coaching sessions.

The types of programmes delivered by CACT fit under five key aims: raising educational achievement, creating pathways to employment, building healthier lifestyles, bringing communities together and reducing crime.

CACT is one of the biggest football related charities in the UK and employee benefits include:

- Friendly working environment
- 23 days annual leave – this includes 3 days which must be taken at Christmas and an additional 1 day for every full year continuous service up to a maximum of 5 years (plus 8 days statutory bank holidays)
- Internal and external training opportunities
- Employee Assistance Programme - includes a range of retail and entertainment discount vouchers
- Eye-care vouchers
- Cycle to Work scheme
- London Living Wage employer
- Healthy Workplace Charter
- Investors In People accreditation

CACT are committed to embracing and fostering equality, diversity and inclusion in the workplace as well as in the delivery of its services, activities, and programmes, by promoting a positive organisational culture that values all staff and service users. We will strive to create an inclusive environment where everyone feels able to participate and achieve their potential.



JOB DESCRIPTION

Job Title:	Research & Funding Officer	Reporting to:	Director of Education & Sport
Pay:	£22k to £26k (dependent on experience)	Contract type:	Full time
Location:	CAFC Training Ground, Sparrows Lane, New Eltham, SE9 2JR	Days and hours of work:	Monday to Friday, 37.5 hours per week
Document created:	August 2019	Ref number	CACT/DJ002

Purpose of the Role:

To research, prioritise, instigate and work with colleagues to deliver completed bids/applications for funding opportunities in South East London and Kent.

Work collaboratively with a range of internal and external partners and stakeholders to ensure there is a joined up approach, steady income stream and sustainable growth.

Key Responsibilities (but not limited to):

Funding

- Liaise with CEO, Directors, staff and partner organisations as appropriate and submit well written tenders and applications. Funding secured will range from low level pots to supporting large scale and highly detailed bids
- Manage and monitor multiple on-going applications, record and update funding data records and review feedback on both successful and unsuccessful submissions
- Produce trustees' funding reports as required by collating the Trust's grant applications; pending, successful and unsuccessful
- Assist Fundraising Officer and Fundraising Manager with information and evidence to strengthen and support fundraising appeals and donor development
- Retain existing and create new relationships with key stakeholders, partners and funding bodies

Research

- Research activities relevant to the Trust through engaging with internal and external stakeholders and newly established monitoring and evaluating data that can be used to enhance bids and tenders
- Attend market engagement events, information workshops and networking opportunities to inform future funding applications and direction

Monitoring and Evaluating

- Collaborate with the Monitoring and Evaluation Manager on commissioning research and evaluation work from third parties when required. Manage the relationship with such organisations and academic departments to ensure that the work meets a set of pre agreed objectives
- Support the submission of required Monitoring and Evaluation returns in line with relevant terms and conditions of funding agreements
- Ensure that all requirements under Health & Safety, Equal Opportunities, Data Protection and Safeguarding are implemented and comply with CACT policies and procedures
- Undertake any other duties appropriate to this role



PERSON SPECIFICATION

Person Specification:	E = Essential D = Desirable
Proficient in IT, with excellent organisational skills, diligent, and with an attention to detail.	E
Commitment maintaining best practise and conducting relevant research within programme development	E
An ability to conceptualize organizational development	E
Strong communication skills, written and verbal	E
Able to work on own initiative as well as within a team environment	E
Ability to work across all departments	E
An understanding of and a commitment to equal opportunities issues both in the workplace and the wider community.	E
Commitment to Safeguarding children and young people	E
Ability to be organized and prioritize workload	E
Experience of sourcing and securing funding	D
Good knowledge of CACT's existing programmes	D
Creativity within programme expansion and cross over possibilities	D
Strong numeracy and budgeting experience	D

APPLICATIONS

CACT is committed to the safeguarding of its staff, volunteers and young people. Any job offer made is subject to satisfactory references and Disclosure and Barring Service (DBS) check.

Application forms are available from <http://cact.org.uk/job-opportunities>

To apply for this role, please send a completed application form detailing how you meet the requirements of the role and an equal opportunities monitoring form to:

Jobs@cact.org.uk

Or via post marked private and confidential to:

Hayley Clive, HR Co-ordinator,
Charlton Athletic Community Trust
CAFC Training Ground
Sparrows Lane
New Eltham
SE9 2JR

Please note: CVs will **not** be considered.

Closing date for applications: 22/09/2019 (23.59pm)

Successful candidates informed by: 23/09/2019

Interviews: 25/09/2019